

United States Government

**Department of Energy**  
Oak Ridge Operations Office

# memorandum

DATE: February 10, 1999

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **LEAVE DONATION SOLICITATION FOR JEMENDA HOOD**

TO: All ORO and OSTI Employees

Ms. Jemenda Hood, an Administrative Assistant with the Safeguards and Security Division, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

Ms. Hood has experienced complications with her pregnancy which have required extensive absence from work. Ms. Hood is now home with her baby and is expected to be absent for several more weeks. It has become necessary for Ms. Hood to request assistance from the Voluntary Leave Transfer Program.

Employees who wish to donate earned annual leave to Ms. Hood may do so by completing the attached "Leave Donation Form." When completed, it should be given to your time and attendance clerk for forwarding to the Payroll office. Note: if you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one-half the number of hours the employee will earn in the current leave year. (26-day category - 104 hours; 20-day category - 80 hours; 13 day category - 52 hours).

If you have any questions, please contact your Personnel Management Specialist.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch

Attachment